

November 15, 2007

Descriptive Plan Type II

NOTE:

This document is a Controller of Surveys Policy manual to be used as a general guideline for conducting surveys and the preparation and examination of plans. Reference should still be made to the various Acts and Regulations pertaining to specific situations, which may or may not be included in this document.

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Overview

The Descriptive Plan Type II as stated in *The Land Surveys Regulations* was designed to replace the old metes and bounds system and to allow for something other than a full survey and plan of survey. A Descriptive Plan Type II will reduce the impact on individuals who may have been eligible to use a metes and bounds description under the old land registry system.


There are several situations that will allow for a Descriptive Plan Type II and they are: surface/mineral parcel consolidation, parcel class code changes, mineral subdivision and feature right of way.


 **NOTE** The previous Descriptive Plan Type II manual allowed for a Planning and Development Parcel Tie Code removal by the use of a Descriptive Plan Type II Surface Subdivision graphical plan. This has been replaced by the submission of a valid Community Planning Approval and a letter to ISC requesting the Parcel Ties be removed. A document titled "Parcel Tie Amendments" explaining this process can be found on the ISC website (www.isc.ca).

A Descriptive Plan Type II may be prepared in either one of two formats:

A text plan using an ISC template may be used in situations where the boundaries of the resulting parcel(s) are identical to a parcel(s) shown on an existing plan(s) filed in the Land Surveys Directory. The ISC templates for various Descriptive Plan Type II plans are located under the Forms tab and in the Plan Processing section of the ISC website (www.isc.ca).


A graphical plan format is a plan prepared to specifications as described on page 6 of this document as well as in a document called "General Requirements for the Preparation of Plans" located under the Plan Processing section under the "Plan Preparation Documents" tab on the ISC website (www.isc.ca).

 **NOTE** A Descriptive Plan Type II generally does not require any surveying and in most cases, may be prepared by anyone. However, freehand drafting is not allowed so ISC recommends a Saskatchewan Land Survey Firm or someone with a computer aided drafting program or mechanical drafting capabilities prepare the Descriptive Plan Type II. A Descriptive Plan Type II Utility Right of Way that is not parallel and adjacent to a surveyed boundary requires a Saskatchewan Land Surveyor to prepare the plan.

 **NOTE** For additional information on Descriptive Plan Type II plans, please contact the ISC Customer Support Team at 1-866-275-4721.

Combined Purpose Plans

In some cases it is acceptable to use a plan for more than one purpose. A combination of any or all of the plan types (Plan of Survey, Descriptive Plan Type I or Descriptive Plan Type II) may be used on one plan. However, plans must be in a graphical format and be specific to each land layer. A combination plan will not be allowed if it affects surface and mineral layers, mineral and feature layers or surface and feature layers.

 **NOTE** Condominium plans are the exception. They cannot be combined with any other plan type or land layer.

Some examples of situations where combined purpose plans can be used are:

- To consolidate two or more parcels and change a parcel class code of one or more parcels. This may be prepared by anyone.
- To create new subdivisions by plan of survey and consolidate the remainder of a parcel by Descriptive Plan Type II. This must be prepared by a Surveyor.
- To rearrange a lot boundary by Descriptive Plan Type I and create a consolidation by Descriptive Plan Type II. This must be prepared by a Surveyor.
- To create new subdivisions by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I and consolidate the remainder of a parcel by Descriptive Plan II. This must be prepared by a Surveyor.

The title block must state the plan type with the highest hierarchy (Plan of Survey being the highest level, Descriptive Plan Type I being next and Descriptive Plan Type II being the lowest).

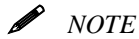
The line of approval must include all new parcels.

 **NOTE** An example of a Descriptive Plan Type II showing multiple purposes which may be prepared by anyone is shown in Appendix A.

General Requirements

All Descriptive Plan Type II plans should include a Title Block. On a graphical plan, the title block shall consist of a heading and a legend. On a text plan, the legend is omitted.

Title Block



NOTE

Company names and logos cannot appear within the title block.

The title block should include the following information in the order as shown:

Heading

- Plan Type – Descriptive Plan Type II
- Land Layer – Surface, Mineral or Feature
- Plan Purpose – Consolidation, Utility Right of Way, Subdivision, etc.. The word “easement” will no longer be allowed within the title block.
- The usage of the parcels shall not be shown in the title block. For example: If the plan is a Feature Utility Right of Way to be used as a bike path, the term “bike path” shall not appear in the title block.
- Reference to legal land descriptions being subdivided by the new parcels (Lot, Block and Plan). Exceptions may be made for large subdivisions where it may be cumbersome to list all the lots affected.
- Location
 - ¼ Sec.- Sec.- Twp.- Rge.- Mer.
 - If contained within an urban municipality, the urban name is also required.



NOTE

The statement “Near (*urban name*)” is not acceptable. If the survey is outside or adjacent to an urban limit, only the rural LLD is required.

- If within Rural limits, the RM name may be displayed.
- Saskatchewan
- Who prepared the plan – Name (Surveyor, individual, company, etc.)
- Date of survey – Month/Day/Year
- Scale of the plan - must be drawn at either 1, 2 & 5 series (1:500, 1:1000, 1:2000, 1:5000) or a scale approved by the Controller of Surveys.

Graphical Plan Requirements

Legend

- All graphical plans shall state: “Area to be approved is outlined with a heavy dashed line”.
- Utility Right of Ways shall state: “All parcels affected by this plan have extension 0 unless otherwise shown”.
- Surface plans shall state: “All parcels within the line of approval have extension 0”. Mineral plans usually carry over the same extension number as the underlying surface parcel so a statement in the legend would not be necessary for a Descriptive Plan Type II mineral plan.

Graphical Plan Guidelines

- Addresses, telephone numbers or any other form of advertising shall not appear anywhere on the plan. Company logos are acceptable as long as they do not contain addresses, telephone numbers or any other form of advertising.
- The plan must be produced in metric format.
- The plan must not exceed 860 mm in width or 3,000 mm in length.
- An area of at least 20 mm but no more than 40 mm around all edges of a plan must be kept clear of any information.
- A north arrow must be displayed.
- The area to be approved must be outlined by a heavy dashed line and a note to that effect must appear in the legend.
- The full extent of the source parcels must be shown as solid lines and at a standard scale as specified in the Title Block section of this document. Where this is not possible, the extent of the source parcel must be shown on a key plan.
- Key Plans should be drawn to scale. If they are drawn to a standard scale as specified in the Title Block section of this document, the scale must be displayed. If the Key Plan is drawn at a non-standard scale, the scale must not be displayed. The notation “Not to Scale” must not be shown on the key plan.
- Previously approved feature plan limits are not required in the key plan.
- All road allowances must be shown as solid lines.
- All Feature Plans filed in the Land Surveys Directory must be shown as dashed lines. Easement Instruments or registered interests shall not be shown on the new plan unless they are represented by a plan within the Land Surveys Directory.
- Portions of all parcels immediately adjacent to the line of approval must be shown to give a geographical location of where the plan is located.
- All titled boundaries such as quarter lines, legal subdivision lines, source parcels, etc. must be defined by solid lines.
- All new parcels must have a parcel or lot identifier, usually shown as a letter(s) and/or number(s). However some identifiers require a combination of both. These include the following:
 - Streets - S#.
 - Street Intersections – SX#
 - Lanes – L#
 - Public Reserves – PR#
 - Municipal Reserves – MR#
 - Walkways – W#
 - Environmental Reserves – ER#
 - Buffer Strips and Municipal Buffer Strips – MB#

 **NOTE**

Every effort must be made so as not to duplicate Parcel Identifiers within the quarter section or Block/Parcel.

- Street names must be displayed where portions of urban areas are shown.
- Condominium plans, shown for reference information, should be labeled “Condominium Plan No. _ _ _ _” with the underlying subdivision plan number shown in brackets.
 - e.g.: Condominium Plan No. 99RA05654
(Plan No. 96R68343)

Surface/Mineral Parcel Consolidation

Overview

Surface and mineral parcels can be consolidated by using a Descriptive Plan Type II. There is very little difference between surface and mineral consolidations other than the title block must specify whether the consolidation will be surface or mineral. Support documents are not required for a mineral consolidation.

 **NOTE**

All current parcel boundaries whether surveyed or described by Metes and Bounds will be recognized as legitimate boundaries and acceptable for parcel consolidations.

There are two types of plans used with parcel consolidation: graphical and text plans. A graphical plan is used when the consolidation involves more than 30 parcels which are shown on a plan or plans filed in the Land Surveys Directory. There may be exceptions to this rule as there are situations where more than 30 parcels may be consolidated using a text plan but these must get prior approval and instructions from the Controller of Surveys.

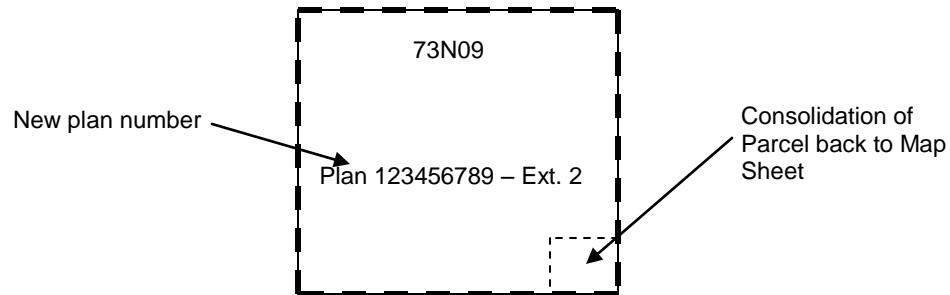
For an example of a graphical plan, see Appendix B.

A text plan may be used when the consolidation involves 30 or less parcels that are shown on a plan(s) filed in the Land Surveys Directory. (See end of this section for text plan template).

Rules for Graphical Plans

- Clients have the option to use a graphical plan or a text plan for consolidating 30 or less parcels. If a text plan is used, the ISC template must be completed.
- A graphical plan may be required if the consolidation involves more than 30 parcels. In these situations, the Controller of Surveys should be contacted for other possible options as these may be reviewed on a case by case basis.
- The plan must be produced in metric format.
- All parcels being consolidated must be adjacent to each other.
- The individual parcels being consolidated must exist on plans filed in the Land Surveys Directory (surveyed or Metes and Bounds).
- Quarter section lines, section lines where there is no road allowance (Blind lines) and un-posted limits of road allowances, roads and railways are considered boundaries previously established by surveys. Legal Subdivision and Quarter Legal Subdivision lines are considered surveyed lines for the purpose of consolidation as long as they were referenced on a pre-converted title.
- Dimensions are not required on a consolidation plan. If dimensions are shown, they must exist on a plan of survey and must be shown as copied or the legend must have a note stating all dimensions shown are copied. Calculated or sum total dimensions will not be allowed.

- A fine dashed line may be shown for the boundaries that are eliminated but the legal land descriptor of the parcels being consolidated shall not be labeled on the new plan other than in the title block.
- A sufficient number of adjacent parcels must be shown to give a geographical context.
- The new parcel must be assigned a unique legal land descriptor. For example: Lot 1, Block 21 will not be allowed on the new consolidation plan if Lot 1 already exists within the same Block 21 as shown on an approved plan.
- When consolidating a parcel back to a northern map sheet, the map sheet number must be displayed so a special class code (NORTH) will be assigned to it. The “North” class code will ensure that title will be issued to the Crown. The next available extension number should be displayed but far enough from the map sheet number so it is not mistaken to be part of the map sheet LLD. The LLD for the consolidated parcel will be “Plan (new plan number) – Ext. (number)”. (eg: Plan123456789 – Ext. 2) Since the plan number is not assigned until submission of the plan to ISC, the number will be added by ISC upon receiving approval from the client.



Rules for Text Plans

- Clients have the option to use a graphical plan or a text plan for consolidating 30 parcels or less. If a text plan is used, the ISC template must be completed.
- The individual parcels being consolidated must have existed on previous plans (surveyed or Metes and Bounds).



NOTE

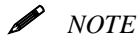
For an example of a text plan, see Appendix C.

Support Documents Required for Surface Consolidation

- If the consolidation only involves generic parcels, the municipality must provide their consent or intent, generally in the form of a letter.
- If the consolidation involves a street, lane, road, etc. being consolidated into a parcel(s) where the street, lane, road, etc. is closed, Highways Notice of Road Closure Consent is required.
- If the consolidation results in a street, lane, road, etc. and parcel(s) being consolidated into a parcel(s) where the street, lane, road, etc. is closed, Highways

Notice of Road Closure Consent and the municipality's consent to the consolidation is required.

- If planning approval is included with the plan submission for any of the above scenarios, it would be determined that the municipality is in agreement with the consolidation and further municipal consent would not be required.
- If the consolidation requires parcel tie amendments to remove tie codes from a parcel tie group, Community Planning Approval is required. A review of the titles of all parcels being consolidated is necessary to determine if parcel ties exist to parcels outside of the line of approval.



NOTE

Support documents are not required for mineral parcel consolidations.

Road Closures Using Parcel Consolidation

There are three ways to close streets, lanes, intersections, road allowances and roads. One way is to use a Descriptive Plan Type II Parcel Class Code Change. (See the Parcel Class Code Change section of this document).

The other two ways are by using Descriptive Plan Type II Parcel Consolidation using a graphical plan or text plan.

- A graphical plan may be required if the consolidation involves more than 30 parcels and will close off a street, lane, intersection, road allowance or road. In these situations, ISC should be contacted for other possible options as these may be reviewed on a case by case basis. We will require the necessary support documents as stated in this section under Support Documents Required for Surface Consolidation. The closure will take affect when the Transform Approval Certificate is processed in Title Processing.
- A text plan or graphical plan may be used for parcel consolidations that involve consolidating 30 or fewer parcels and will close off a street, lane, intersection, road allowance or road. We will require the necessary support documents as stated in this section under Support Documents Required for Surface Consolidation. The closure will take affect when the Transform Approval Certificate is processed in Title Processing.

Rules for Road Closures

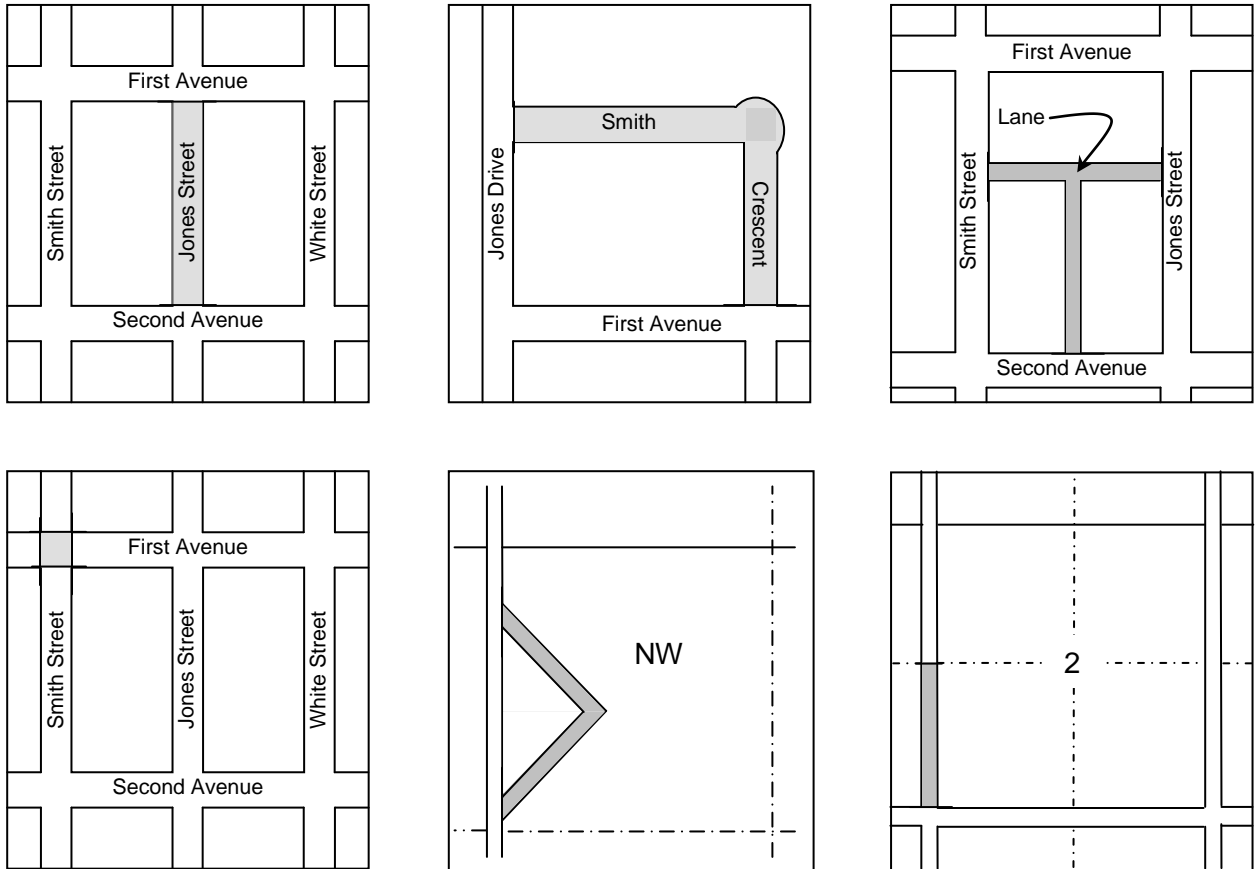
Parcel Consolidation may be used for road closures for the following situations:


- For closing the full length of a street between intersections.
- For closing any combination of intersection and street as long as the intersection and/or street are closed for the full length.
- For closing the entire lane within a block.
- For closing a road allowance for the entire length of a quarter section or river lot.


- For closing the full length of a road within a parcel or quarter section. If a Metes and Bounds parcel exists within the affected parcel, the descriptive boundaries may be used as part of the newly consolidated parcel boundaries.
- The closure cannot restrict access to any parcels.

Examples of Possible Closures

(Shaded areas represent examples of full road segments)



 **NOTE** Where only a portion of the road segment is being consolidated, the road segment must be subdivided using a plan of survey showing surface subdivision or a combined purpose plan of subdivision/consolidation.

 **NOTE** For further information please see Policy #GO-07/003 – Consolidation of subdivisions where portions of streets/lanes fall within a Road Right of Way, on the ISC Website (www.isc.ca).

Text Plan Format

Descriptive Plan Type II Showing Surface Parcel Consolidation

Of _____
(LLDs of parcels to be consolidated)

In _____
(description of geographic location)

By _____
(prepared by)

(month, day, year)

I _____, of the _____, on _____
(name of applicant) (name of municipality) (date)

request the parcel consolidation as described below. All required consents have been submitted with this plan.

SCHEDULE OF PARCELS TO BE CONSOLIDATED

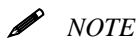
Previous Parcel Number	Previous Parcel Legal Land Description	New Parcel Legal Land Description

(signature of applicant)

Parcel Class Code Change

Overview

A parcel class code change allows for a change of ownership of surface parcels (Crown to Private, Private to Crown, Municipal to Private, Crown to Municipal, etc.). For example: you may have a Municipal Reserve that you wish to make a generic parcel. A Descriptive Plan Type II showing Parcel Class Code Change plan may be submitted to change the parcel class code. This plan may be submitted in either graphical form or in text form.

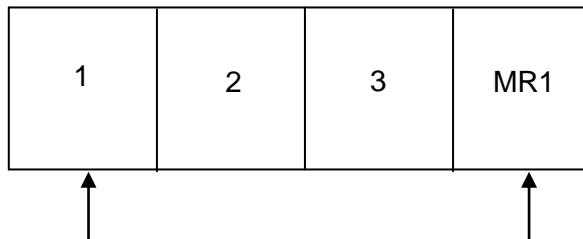


NOTE

The parcels do not have to be surveyed so a parcel class code change may be done to a Metes and Bounds parcel. The extent of the parcel cannot change.

Support Documents Required

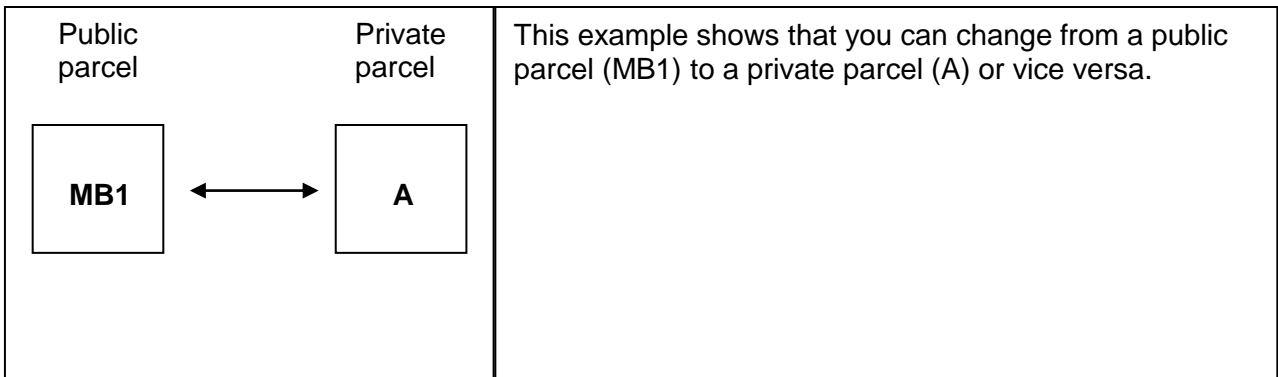
- Letter of intent in order for Plan Processing to confirm that a parcel class code change is the most appropriate method to accomplish the client's desired results.
- Parcel class code changes require different support documents for each type of parcel class code. Some of the most common are as follows:
 - Generic parcel to municipal reserve - Requires a copy of a passed bylaw by the Municipality.
 - Generic parcel to municipal reserve where an existing generic parcel is being exchanged for an existing municipal reserve - Requires a copy of a passed resolution by the municipality. Both parcels must be included in the resolution and in the Plan for the Parcel Class Code Change.





- Municipal reserve to generic parcel – requires a copy of the bylaw approved by the Minister responsible for the Planning and Development Act, 2007.
- Generic parcel to public reserve – requires a copy of the bylaw or minister's order and a note placed on the plan stating who the public reserve will be issued to.
- Street to generic parcel – requires Highways Notice of Road Closure Consent.
- Generic parcel to Environmental reserve – requires a copy of the bylaw or minister's order and a note placed on the plan stating who the environmental reserve will be issued to.

- Generic Parcel to street - Additional support documents are not required. The name of the street is required in the submission.
- Public Reserves excepted by the Minister’s Order mentioned in Section 191 of the Planning and Development Act, 2007 require a copy of the bylaw approved by the Minister responsible for the Planning and Development Act, 2007.


EXAMPLE:



 **NOTE** In situations where a railway or road parcel was previously transferred and is shown on a pre-converted title but the parcel class code remains railway or road but it was intended to be a generic parcel, please contact Plan Processing to arrange for the correction of the class code. A plan is not required in this case.

 **NOTE** For information on what support documents are required for your specific situation, please contact the ISC Customer Support Team at 1-866-275-4721.

Text Plan Format

 **NOTE** A graphical plan may be submitted following all the rules stated under General Requirements at the beginning of this document for Descriptive Plan Type II. However in most situations a text style plan is submitted in the format shown below.

Descriptive Plan Type II Showing Surface Parcel Class Code Change

In _____
(Description of Location)

By _____
(prepared by)

(month, day, year)


I _____, of the _____, on
(name of applicant) (name of municipality)
_____ request the following Parcel Class code changes as described
(date)
below. All required approvals/consents have been attached to this application.

SCHEDULE

Existing Parcel Number	Existing Parcel LLD	Existing Old Parcel Class Code	New Parcel Class Code	New Parcel LLD

Upon completion of the above parcel class code changes, the boundaries of the resulting parcels _____ are the same as those that constitute the perimeter of _____ as shown on plan _____.
(new LLD) (old parcel identifier) (plan number)

(Signature of Applicant)

 **NOTE** For examples of text and graphical Descriptive Plan Type II plans showing surface Parcel Class Code Changes, see Appendixes D and E.

Road Closures Using Parcel Class Code Change

A Parcel Class Code Change can be used to close a street, lane, intersection, road allowance or public improvement if the proposed closure results in a class code change. For example: An entire street will be closed and changed to a municipal reserve. The parcel limits do not change. However its class code will change from street to municipal reserve. Therefore either a graphical or a text style plan would be acceptable. In either case, a copy of Highway's Notice of Road Closure Consent is required.

Rules for Closures



There are some situations where Highways will give their Notice of Road Closure Consent on the condition that the road parcel is consolidated with an adjacent parcel. (e.g.: road diversions) In these situations the closure would have to be completed using a Descriptive Plan Type II Parcel Consolidation.

- See Rules for Closures under Surface/Mineral Parcel Consolidation.

Mineral Subdivision

Overview

Mineral subdivisions may be submitted as graphical or text Descriptive Plan Type II as long as the boundaries of the mineral subdivision are exactly the same as those shown on existing surface parcels.

Mineral Subdivision Plans – Graphical Plan Format

Graphical mineral plans (plan format) may be used to create mineral parcels under the following conditions:

- The new mineral parcel limits must be exactly the same as existing surface parcel limits. This includes descriptive parcels such as Metes and Bounds parcels and Descriptive Plan Type I farm site parcels.
- The graphical plan must be drawn using a similar format and rules as a surface subdivision plan of survey excluding the survey dimensions. (For information on preparing a surface subdivision plan please contact the ISC Customer Support Team at 1-866-275-4721 or check the ISC website at www.isc.ca)
- Title Block must include the GIS layer “Mineral”. For example; “Descriptive Plan Type II showing Mineral Subdivision....”



NOTE

For an example of a graphical Mineral Subdivision plan, see Appendix F.

Mineral Subdivision Plans – Text Format

With the advent of the new Land Registry System, a text style plan was developed to enable mineral parcels to be created by transform without the additional cost of a legal survey.

The text style mineral plan was originally designed to be used by Saskatchewan Industry and Resources where mineral parcels are required to be separated out of lands claimed under the Treaty Land Entitlement program. However, anyone wishing to subdivide mineral parcels under Section 52(d) of *The Land Survey Regulations* may use this format under the following conditions:

- The new mineral parcels must have the same boundaries as the existing surface parcels.
- Use the ISC template for Descriptive Plan Type II Mineral Subdivision located under the Forms tab and the Plan Processing section on the ISC Website (www.isc.ca).
- In most cases, the surface parcel legal land description (LLD) will be carried over to the new mineral parcel LLD. The following rules and/or exceptions may apply:

- Where one or more of the surface parcels have LLDs that include a plan number, the plan number is carried over as well. The only parcels that may not have a plan number already associated with its LLD may be quarter section LLDs. These quarter section parcels will be assigned the new mineral plan number.

Example:

Quarter section parcels have the new mineral plan number added to its LLD. It does not have to be displayed.

Existing Mineral Parcels		Existing Surface Parcels		New Mineral Parcels
Legal Land Description (LLD)	Parcel Number	Legal Land Description (LLD)	Parcel Number	New Legal Land Description (LLD)
SW21-54-26-3 Ext. 0	136250434	SW21-54-26-3 Ext. 1	127743060	SW21-54-26-3 Ext.1
		SW21-54-26-3 Ext. 2	127851318	SW21-54-26-3 Ext. 2
		SW21-54-26-3 Plan AC1678 Ext. 1	127802673	SW21-54-26-3 Plan AC1678 Ext. 1

Plan number is maintained on mineral parcel

- Where all of the parcels have existing plan numbers, at least one of the new mineral parcels must be assigned the new mineral plan number to its LLD. Without any of the parcels being assigned the new plan number as part of its LLD, there would be nothing that would link the parcels to the new plan in GIS.

Example:

At least one of the mineral parcels must be assigned the new mineral plan number. It does not have to be displayed


Existing Mineral Parcels		Existing Surface Parcels		New Mineral Parcels
Legal Land Description (LLD)	Parcel Number	Legal Land Description (LLD)	Parcel Number	New Legal Land Description (LLD)
Parcel A-Plan 101429221 Ext. 144	131651366	Par A-Plan 101429221 Ext 144	131651355	Par A Ext. 144
		SE6-39-12-3-Plan 73S007970 Ext. 2	149120074	SE6-39-12-3-Plan 73S007970 Ext. 2

- Where the surface parcel is a legal subdivision of a quarter section, a new mineral parcel LLD must be assigned to the parcel. The GIS software (Cadastral Editor) was not designed to create new legal subdivisions so a parcel identifier must be assigned.

Example:

LSDs must be given a parcel identifier for the mineral parcel

Existing Mineral Parcels		Existing Surface Parcels		New Mineral Parcels
Legal Land Description (LLD)	Parcel Number	Legal Land Description (LLD)	Parcel Number	New Legal Land Description (LLD)
LSD13-30-28-17-2 Ext. 30	131795691	LSD13-30-28-17-2 Ext. 30	131795680	Parcel A Ext. 30
		LSD13-30-28-17-2 Plan 74H00260 Ext. 1	149518390	Parcel B Ext. 1
SW30-28-17-2 Ext. 0	131795725	SW30-28-17-2 Ext. 0	113585216	SW30-28-17-2 Ext. 0
		SW30-28-17-2 Plan 74H00260 Ext. 1	149518389	SW30-28-17-2 Plan 74H00260 Ext. 1
		SW30-28-17-2 Plan 85H08035 Ext. 1	113582684	SW30-28-17-2 Plan 85H08035 Ext. 1

 *NOTE* For further information on Descriptive Plan Type II showing Mineral Subdivision, please contact the ISC Customer Support Team at 1-866-275-4721.

 *NOTE* For an example of a text Mineral Subdivision plan, see Appendix G.

Text Plan Format

Descriptive Plan Type II showing Mineral Subdivision

In _____
(description of location)

By _____
(prepared by)

(month, day, year)

_____ requests that the following mineral parcels be
(Applicant or Firm)
subdivided in accordance with section 52(d) of *The Land Surveys Regulations* so
as to have the same boundaries as the existing surface parcels noted below.

Existing Mineral Parcels		Existing Surface Parcels		New Mineral Parcels
Legal Land Description (LLD)	Parcel Number	Legal Land Description (LLD)	Parcel Number	New Legal Land Description (LLD)

(Signature)

Utility Right of Way

Overview

A Descriptive Plan Type II can be used for showing feature right of way locations on titled parcels for utility distribution lines. These rights of ways can be for utilities such as water, telephone, cable, etc. but may also include feature access right of way, private road access, etc.

There are two kinds of Descriptive Plan Type II plans that may be used for utility easements:

- **Descriptive Plan Type II prepared by anyone.**
 - These plans cover situations currently described in Subsection 52(f) of *The Land Surveys Regulations*.
 - The easement must be for a distribution line.
 - The easement must be adjacent and parallel to existing surveyed lines. Un-posted limits of roads, railways and surveyed right-of-ways are considered surveyed lines for these purposes.
 - The distribution lines may be in urban or rural areas.
 - The width of the easement cannot exceed the length.

- **Descriptive Plan Type II prepared by a Saskatchewan Land Surveyor.**
 - These plans cover situations that are not currently described in Subsection 52(f) of *The Land Surveys Regulations*.
 - The easement must be for a distribution line.
 - Any configuration will be acceptable as long as the location and dimensions of the easement are clearly described.
 - The plan must not show measurements for all boundaries of the easement. A sufficient number of measurements must be omitted in order to accommodate any discrepancies that may exist with measurements shown on the surface plan or what actually exists on the ground. In most cases, omitting one measurement will suffice.
 - The Surveyor shall show any legal survey monument(s) and dimension(s) from the monument(s) that were used in determining the location of the easement.
Note: plans containing multiple easements require dimensions to legal survey monuments for each easement on the plan.



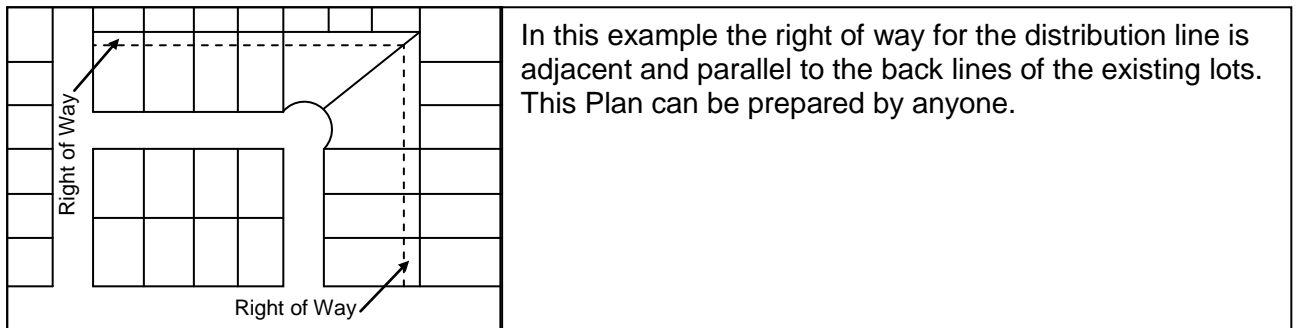
NOTE

For further information please see Policy # GO-04/007 on the ISC Website (www.isc.ca).

Rules for Utility Right of Ways

- The utility right of way cannot hinder the use of the land on surface.
- A graphical plan is required following the rules stated under General Requirements at the beginning of this document for Descriptive Plan Type II.
- The surface parcel limit should be labeled so it is clear which is the surveyed line and which is the right of way limit.
- The affected surface parcel limits must be shown in their entirety, along with their legal land descriptors including extensions.
- All existing Feature plans are shown dashed. Easement Instruments or registered interests numbers shall not be shown.
- Must show the width of the right of way at:
 - Ends of right of way
 - Any change in width
 - Any other locations to ensure clarity

EXAMPLE



Support Documents Required

- Community Planning Approval or an Affidavit as stated under *The Planning and Development Act, 2007*.
- If the Descriptive Plan Type II is prepared by a Saskatchewan Land Surveyor, the Surveyor shall submit a support document stating how the location of the easement was determined. For Example:
 - The utility falls within the utility easement as located by _____ (e.g. SPC, SaskTel, Sask. Energy)
 - or
 - The plan was prepared prior to installation of the utility by _____ . (e.g.: using a construction plan)

NOTE

For an example of a complete Descriptive Plan Type II showing feature right of way, see Appendix H and I.

Condominium Parcel Cancellation

Overview

There are two ways to terminate (cancel) condominium status:

- Unanimous Resolution; or
- Court Order

When the Condominium Corporation is dissolved, the owners of the units are entitled to the parcel as tenants in common, in shares proportionate to the unit factors of their units.

Upon unanimous resolution or court order being made to terminate condominium status, notice must be immediately provided to the Corporations Branch and the Controller of Surveys. A plan is required for the purpose of a transform allowing the issuance of a title (subdivision).

Pursuant to *The Condominium Property Act, 1993* a new plan is required. The plan may be a *Descriptive Plan Type II*.

Rules for the *Descriptive Plan Type II* Text Plan

- Use the ISC template for Condominium Parcel Cancellation located under the Forms tab and in the Plan Processing section on the ISC Website (www.isc.ca).
- The boundary of the resulting parcel using a DP II must be identical to a parcel shown on an existing plan filed in the Land Surveys Directory.

Support Documents Required

- Form EE (Notice of Termination of Condo Status)
- A copy of the passed unanimous resolution.

 **NOTE**

For an example of a graphical Descriptive Plan Type II showing a Condominium Parcel Cancellation, see Appendix J.

Text Plan Format

Descriptive Plan Type II Showing Surface Condo Parcel Cancellation

In _____
(description of area)

By _____
(prepared by)

(month, day, year)

Pursuant to **The Land Surveys Regulations**, a type two descriptive plan may be submitted to the Controller of Surveys for approval for the cancellation of a parcel.

I _____, of the _____, request the
(name of applicant) (name of urban municipality)
following Parcel Cancellation as described below. A copy of Form EE and the Unanimous Resolution have been submitted with this plan.

SCHEDULE OF PARCELS TO BE CANCELLED AND CREATED

Condominium Plan No. To Be Cancelled	Parcel Number To Be Cancelled	New Parcel LLDs To Be Created

After cancellation of the above parcel, the boundaries of the resulting parcels, are the same as those that constitute the perimeter of

_____ as
(old parcel identifier)

shown on plan _____.
(plan number)

Signature

Appendix A

PS 8 411 02515
Approved: 24-Oct-2006

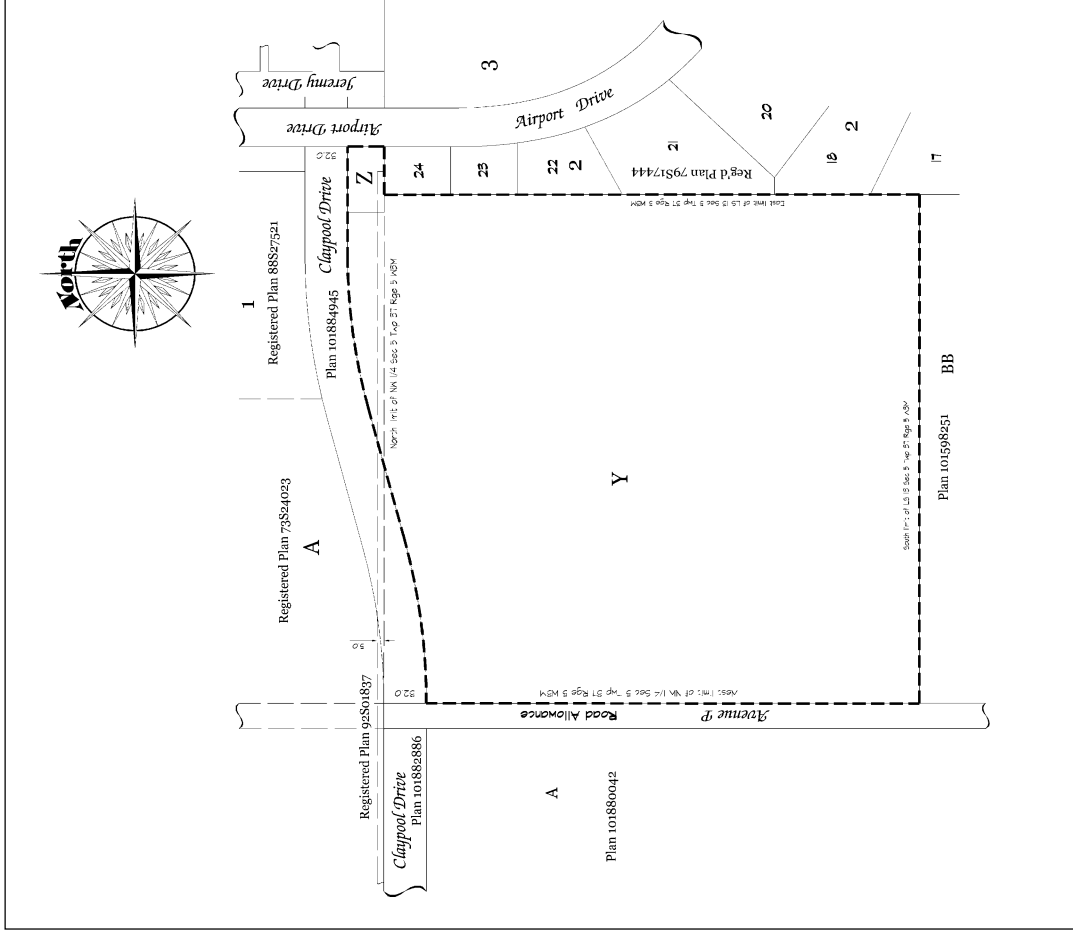
Descriptive Plan - Type 11 Showing Surface Parcel Class Code Change and Surface Consolidation
of Claypool Drive S2, Plan 101884945 in SW 1/4 Sec 8 Twp 37 Rge 5 West 3 Mer and Surface Consolidation of Claypool Drive S8, Plan 101884945 in SW 1/4 Sec 8 Twp 37 Rge 5 West 3 Mer and LSD 13 NW 1/4 Sec 5 Twp 37 Rge 5 West 3 Mer
Saskatoon, Saskatchewan Prepared by M.A. Marien S.L.S.

October 12, 2006 AD Scale 1:2,000
50 100 150 200 metres

Notes:

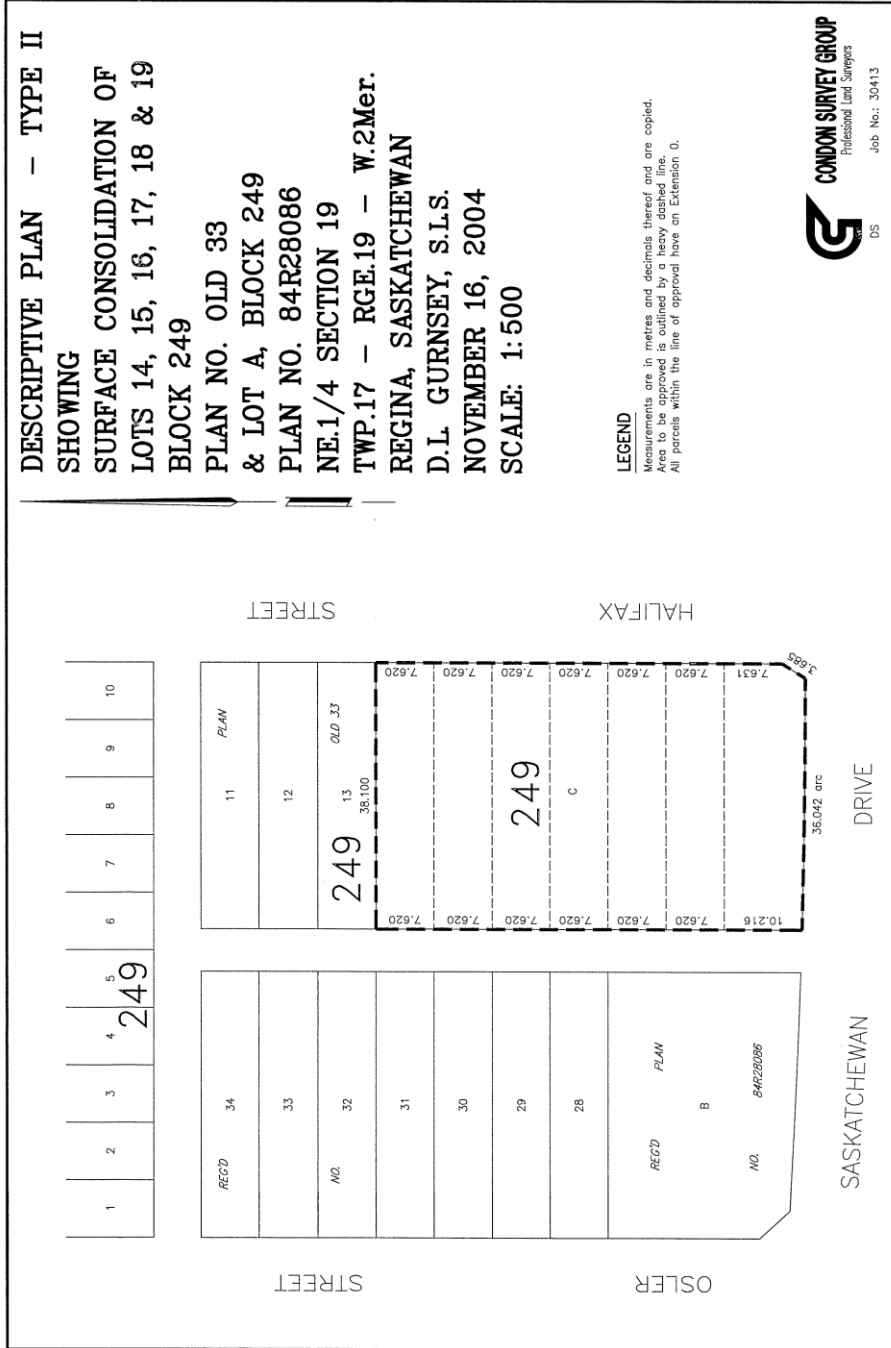
- Measurements are in metres and decimals of a metre.
- Areas to be approved is enclosed by a heavy, shaded line.
- All parcels being within the no. of approval have an extension zero unless otherwise shown.

City of Saskatoon
Digital Mapping Systems
P.O. Box 207558-2077-4600-4500-028265458
Saskatoon, Saskatchewan S7N 1C0
City of Saskatoon (2006)



Appendix B

PPS #101860310
Approved: 23-Dec-2004



Appendix C

PPS #101914848
 Approved: 01-May-2007

**Descriptive Plan Type II
 Showing Surface Consolidation
 of Part of Block 37, Plan 75
 In the Town of Whitewood
 In the SE7 - Tp. 16 - Rg. 2 - W. 2 Mer.
 By
 Sharon Rodgers
 April 19, 2007**

I Sharon Rodgers, of the Town of Whitewood, on April 19, 2007 request the following Parcel Consolidation as described below. All required approvals/consents have been attached to this plan.

SCHEDULE

Existing Parcel Number	Existing Parcel LLD	New Parcel LLD
114164827	Lt 1,Blk/Par 37, Plan75	Parcel A - Ext. 0
114164838	Lt 2,Blk/Par 37, Plan75	
114164849	Lt 3,Blk/Par37,Plan75	
114164850	Lt 4,Blk/Par37,Plan75	
114164658	Lt 5,Blk/Par37,Plan75	
114164669	Lt6,Blk/Par37,Plan75	
114164670	Lt7,Blk/Par37,Plan75	
114164681	Lt9,Blk/Par37,Plan75	
114164692	Lt 10,Blk/Par37,Plan75	
114164704	Lt 11,Blk/Par37,Plan75	
114164715	Lt 12,Blk/Par37,Plan75	
114164726	Lt 13,Blk/Par37,Plan75	
114164737	Lt 14,Blk/Par37,Plan75	
114164748	Lt 15,Blk/Par37,Plan75	
114164524	Lt 19,Blk/Par37,Plan75	
114164546	Lt20,Blk/Par37,Plan75	
114164557	Lt21,Blk/Par37,Plan75	
114164568	Lt22,Blk/Par37,Plan75	
162108402	S/L9	


 Signature

Appendix D

PPS #101921565
 Approved: 10-Aug-2007

**Descriptive Plan Type II
 Showing Surface Parcel
 Class Code Change in
 Northwest Quarter Section 23
 Township 2, Range 8, West
 Of the Second Meridian,
 Estevan, Saskatchewan**

**By: R.J. Denys, PPS MCIP
 City of Estevan**

Date: July 25, 2007

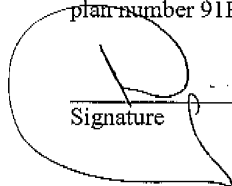
Pursuant to Subsection 52(g) of *The Land Surveys Regulations*, a Descriptive Plan Type II may be submitted to the Controller of Surveys for approval for a change of parcel class code.

I, Rob Denys, of the City of Estevan, on July 25, 2007, request the following Parcel Class Code changes as described below. Pursuant to *Section 188* of the *Planning and Development Act, 2007*, the required approval has been attached to this plan.

SCHEDULE

Existing Parcel Number	Existing Parcel LLD	Existing Old Parcel Class Code	New Parcel Class Code	New Parcel LLD
135626913	Parcel H, Plan 91R17967, Extension 1	Parcel (Generic)	Municipal Reserve	MR5 Extension 0

Upon completion of the above parcel class code change, the boundaries of the resulting parcel (MR5) are the same as those that constitute the perimeter of Parcel H as shown on plan number 91R17967 Ext.1.


 Signature



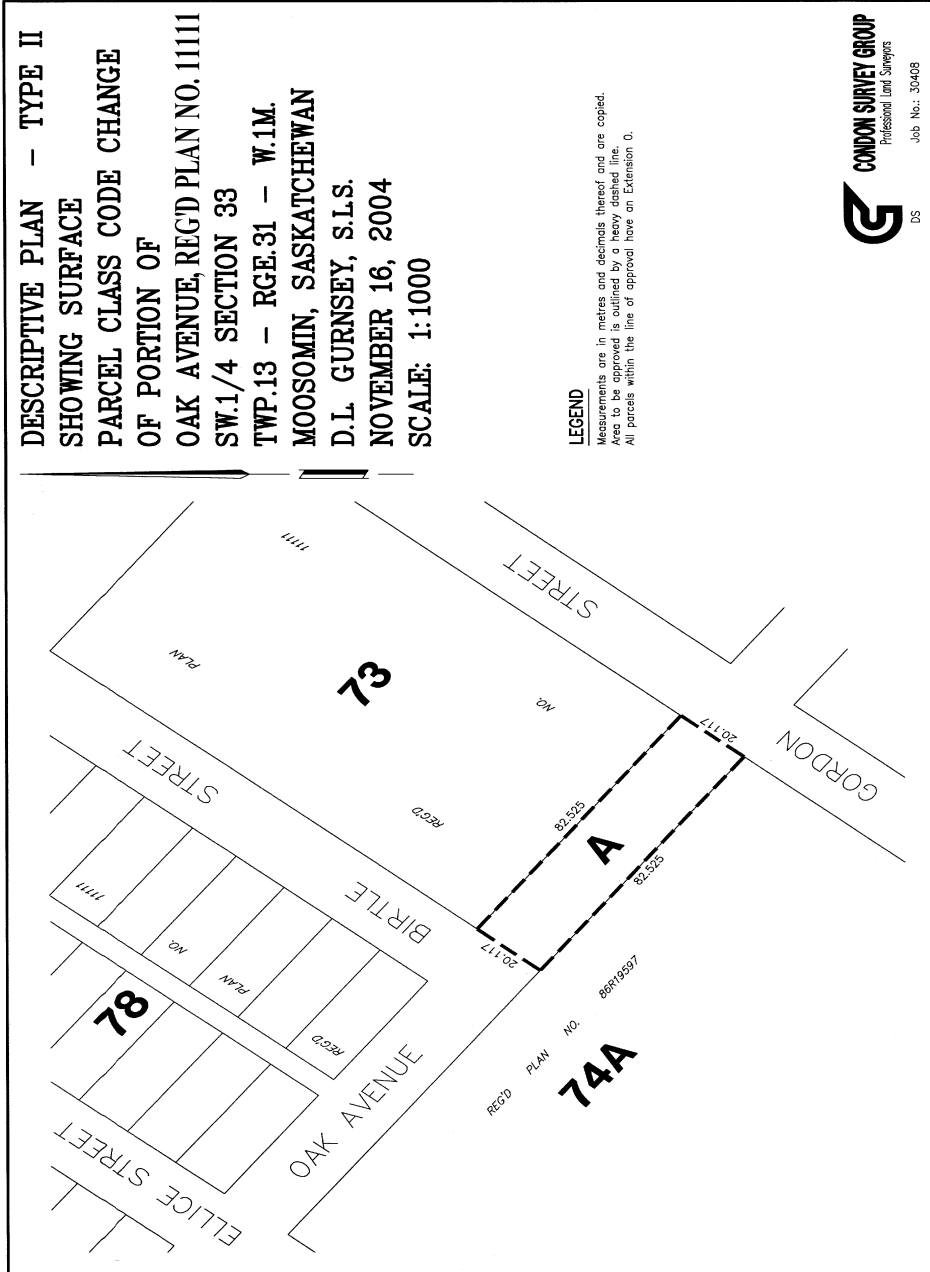
Appendix E

PPS #101865706
Approved: 24-Mar-2005

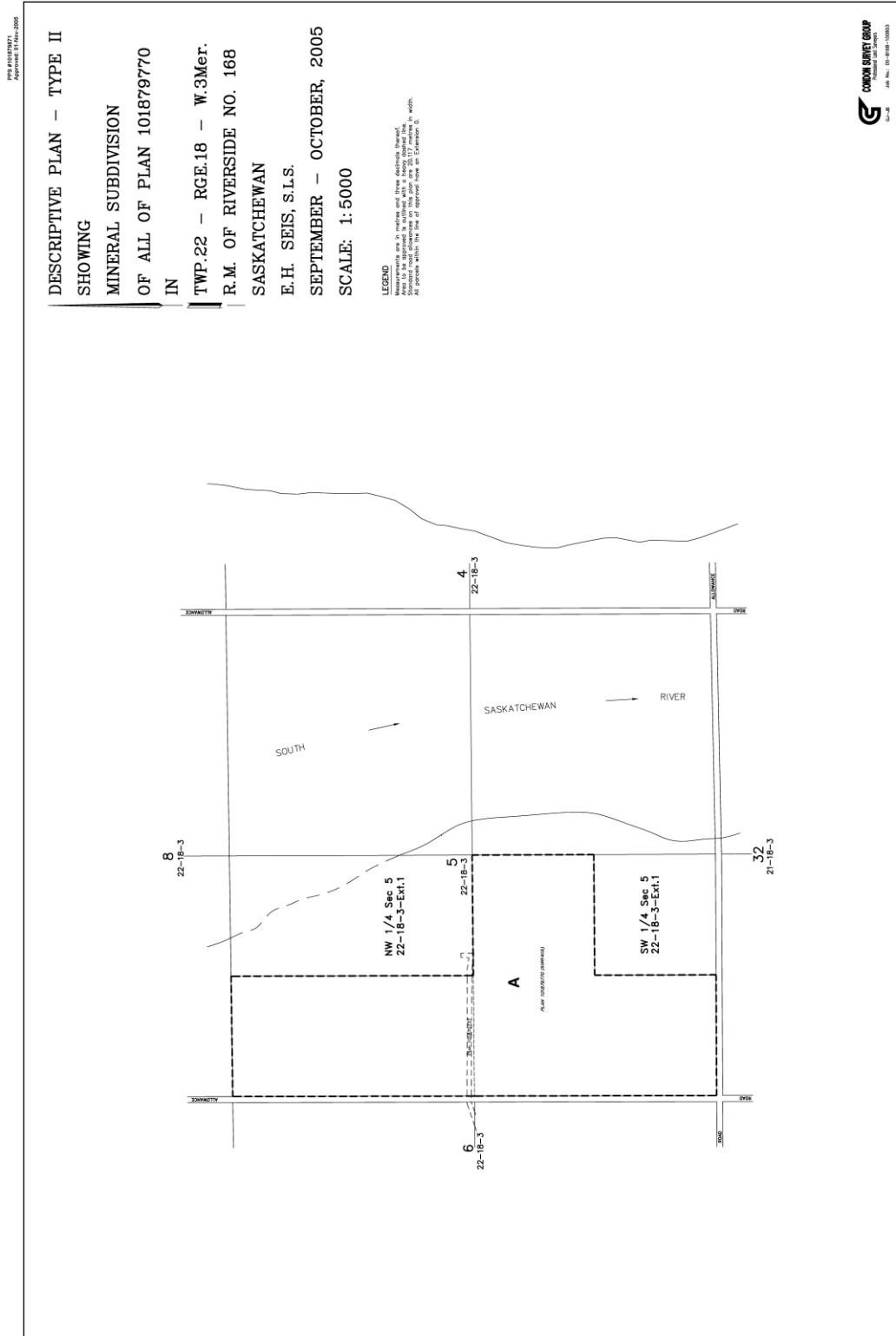
DESCRIPTIVE PLAN - TYPE II
SHOWING SURFACE
PARCEL CLASS CODE CHANGE
OF PORTION OF
OAK AVENUE, REG'D PLAN NO. 11111
SW.1/4 SECTION 33
TWP.13 - RGE.31 - W.1M.
MOOSOMIN, SASKATCHEWAN
D.L. GURNSEY, S.I.S.
NOVEMBER 16, 2004
SCALE: 1:1000

LEGEND

Measurements are in metres and decimals thereof and are copied.
Areas to be covered is outlined by a heavy dashed line.
All parcels within the line of approval have an Extension 0.



Appendix F



Appendix G

PPS #101873088
Approved: 14-Jul-2005

Descriptive Plan Type II
showing
Mineral Subdivision
in
Twp 60, Rge 26, W 3 Mer
by
Saskatchewan Industry and Resources
July 5, 2005

Her Majesty the Queen (Saskatchewan) requests that the following mineral parcels be subdivided in accordance with section 52(d) of *The Land Surveys Regulations* so as to have the same boundaries as the existing surface parcels noted below.

Existing Mineral Parcels		Existing Surface Parcels		New Mineral Parcels
Legal Land Description (LLD)	Parcel Number	Legal Land Description (LLD)	Parcel Number	New Legal Land Description (LLD)
NE 22-60-26-3 Ext 0	145111126	NE 22-60-26-3 Ext 1	153171233	NE 22-60-26-3 Ext 1
		NE 22-60-26-3 Ext 2	153171244	NE 22-60-26-3 Ext 2
		Blk/Par B-Plan 101605519 Ext 0	153171222	Blk/Par B-Plan 101605519 Ext 0
NW 22-60-26-3 Ext 0	145111137	NW 22-60-26-3 Ext 1	153171211	NW 22-60-26-3 Ext 1
		NW 22-60-26-3 Ext 2	153171200	NW 22-60-26-3 Ext 2
		Blk/Par A-Plan 101605519 Ext 0	153171198	Blk/Par A-Plan 101605519 Ext 0



Doug MacKnight
Mineral Lands Branch
Saskatchewan Industry and Resources

Appendix J

PPS #101876991
 Approved: 16-Sep-2005

Descriptive Plan Type II
 Showing Surface
 Condo Parcel Cancellation
SW 29-17-19 W2Mer
 In Regina, Saskatchewan
 Prepared By Lyanne Engstrom of Gates & Company Law Firm
 September 10, 2005

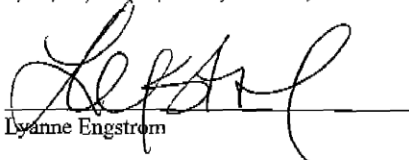
Pursuant to *The Land Surveys Regulations*, a type two descriptive plan may be submitted to the Controller of Surveys for approval for the cancellation of a parcel.

I, Lyanne Engstrom, of Gates & Company Law Firm, Regina, Saskatchewan, request the following Parcel Cancellation as described below. A copy of Form EE and the Unanimous Resolution have been submitted with this plan.

Schedule of Parcels to be Cancelled and Created

Parcel Number To Be Cancelled	Condominium Plan Number	New Parcel LLDs To Be Created
111405260	98RA21553	Lot 13, Block 7, Plan 101876991 Ext 0, Regina, SK
		Lot 14, Block 7, Plan 101876991 Ext 0, Regina, SK
		Lot 15, Block 7, Plan 101876991 Ext 0, Regina, SK
		Lot 16, Block 7, Plan 101876991 Ext 0, Regina, SK

After cancellation of the above parcels, the boundaries of the resulting parcels are the same as those that constitute the perimeter of Lots 13, 14, 15, 16 Respectively Block 7, as shown on plan F1625.


 Lyanne Engstrom